

**Message: Re: New Contract Invoicing and Reporting Info**

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**✉ Re: New Contract Invoicing and Reporting Info**

**From** Laura Griggs  
**To** Kraft, Emily  
**Cc**  
**Journal Recipients** emily.kraft@oa.mo.gov  
**Date** Tuesday, January 31, 2017 12:58 PM

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Do you need me to mail you the monthly spreadsheet or just email it?

Thanks!  
Laura

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**From:** Kraft, Emily  
**Sent:** Friday, January 27, 2017 9:43:43 AM  
**To:** Laura Griggs  
**Subject:** New Contract Invoicing and Reporting Info

Hi Laura,

Congratulations on the award of your new Alternatives to Abortion contract!

I wanted to take this opportunity to go over how the new invoicing process works, as you will no longer have the ability to generate invoices with the new Alternatives to Abortion system.

There are two forms attached to this email: the Monthly Invoice Template and the Quarterly Expenditure Form.

**Monthly Invoice Form**

The Monthly Invoice Form must be completed **at the beginning of each month** for that month (i.e. you will submit the February 2017 invoice at the beginning of February). Your award amount for the remainder of FY17 and the monthly award amount have been populated for you. The only fields you are able to modify on this form are the invoice number, date, service period, prior invoiced total, and quarterly expenditure adjustment. All the remaining fields are password protected and are only to be changed by me. February should be pretty simple, but if you have any questions on how this needs to be filled out, please let me know.

**Quarterly Expenditure Report (QER)**

The QER must be filled out at the end of each quarter (quarter ending dates are March 31, June 30, September 30, and December 31). If the QER shows that your expenditures are less than the amount paid to you for that quarter, you will enter the difference in the "Quarterly Expenditure Adjustment" field of that month's invoice (this will be a negative number, so please double check that it is). If you claim more expenditures for reimbursement than was paid to you for that quarter, you will again put

the difference in the “Quarterly Expenditure Adjustment” field on the invoice (this time, it will be a positive number and will add to your “total due” field).

For example, for the months of July through September, you were paid \$75,000 total, but you only had \$67,000 in expenditures as reported on your QER. On the October invoice, you would enter - \$8,000 for the quarterly expenditure adjustment, and the total payment for that month would show \$17,000.

If you have questions as to how the Quarterly Expenditure Report needs to be filled out, **please direct those questions to Joy Benne at (573) 751-7027**. I would recommend familiarizing yourself with this form and getting your questions answered sooner rather than later.

#### **Case File Review Reports**

I know I’ve already sent you an email about this, but forgot to ask you to include the date each file was reviewed in your report.

Again, if you have any questions, please let me know.

#### **Emily Kraft**

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